

**Price Proposal:**

*Submit three CD or ZIP disk copies and original plus one paper copy.*

**B. DELIVERY INSTRUCTIONS**

1. The tapes and discs presentations shall be submitted together in a box separate from other proposals submissions and clearly marked as to the contents.

2. The paper copy portions of the proposal shall be submitted in loose leaf, three-ring binders, with rings no larger than 2" in diameter. Page size shall be no greater than 8 1/2" X 11". Maximum number of lines of text per page is fortyfive. The left and right margins shall be a minimum of one inch each. Print type shall be no smaller than Times New Roman, with a ten font.

3. Documents shall be *stamped For Official Use Only* or *SECRET*, as required, **and** *Source Selection Sensitive*. Tapes and CDs shall be clearly identified and numbered. Documents marked SECRET shall be handled in accordance with DoD 5220.22M and shall be in separate binders.

4. Boxes must be numbered and packaged in such a manner as to allow a complete inventory after opening without removing any contents.

5. All portions of the proposal shall be delivered as specified to the location no later than the date and time herein identified.

6. The Offerors proposal shall be virus free and compatible with Microsoft Office. The price data shall be provided in a form compatible with Microsoft Excel format with narrative information compatible with Microsoft Word format and clearly titled. If files contain links, the links must be intact and maintained through all revisions. Spreadsheets should be easily traceable. None of the files submitted shall have any read/write/ password protection. **INCLUDE ALL FORMULAS IN YOUR SPREADSHEETS. INCLUDE NOTES TO ADD CLARITY AND UNDERSTANDING OF FORMULAS/ENTRIES.**

7. Subcontractors are encouraged to submit all pricing information directly to the prime Contractor, but may submit detailed pricing information directly to the government in accordance with the proposal submission instructions and Attachment 4, Table 2(a). Subcontractor price proposals submitted directly to the government must clearly identify their prime contractor. The prime contractor must incorporate subcontract pricing into the CLIN prices and in the loaded labor rate level pricing format (Attachment 4, Table 2(b)). The prime contractor is responsible for evaluating the reasonableness of the subcontractor's pricing. The prime contractor is responsible for ensuring the subcontractor follows the required formats to support the proposed pricing (refer to Price Format Attachment 4).

**D. PRE-RECORDED VIDEOTAPE AND CD FORMAT:**

**The Offeror will be allotted 4 hours for their pre-recorded VHS videotape presentation, the presentations will be stopped at the end of 4 hours, any information beyond that time period will not be viewed.**

The presentation should be specific and detailed, rounding out the offeror's proposal and relative to the evaluation criteria set forth in Section M.

1. The pre-recorded VHS videotape presentation and CD or ZIP disk package shall consist of two synchronized components:

(a) a VHS videotape presentation showing the presenter(s) against a plain background and the only special effects that can be used is the ability to zoom in and out on the presenter(s), and

(b) Powerpoint slides on CD or zip disk.

This will enable the video and slides to be projected simultaneously on two separate and adjacent screens for viewing by the Government. The use of cues to synchronize the video presenter to the Powerpoint slides will be limited to vocal cues such as, "Let us look at the Overview Section Slide 3" or "Let's move to Slide 5." The other method of cues that can be utilized is the use of small typed cues such as "Overview Section, Slide 4" edited into the